

FIRST DAY FORMS

Revised May 20, 2011

The following information will provide you with the forms necessary for your appointment to be processed and for you to receive your first salary payment. These forms apply to:

- New Federal employees
- Employees who transfer to the USDA from another Federal agency or department (transfer from outside of the Department of Agriculture)

On or before your **FIRST DAY**, you should complete the "employee information" in the forms below. Click on the links to each form listed below, fill the form out on-line, and then print it. Do not complete "employer information" sections - those will be completed by your supervisor or orientation facilitator.

Bring all completed forms and required identification to your orientation on your first day of employment. The orientation facilitator will collect these forms from you and mail them to Human Resources Operations in Minneapolis using HRO Form 444c below.

Forms Required for Employment must be completed on or before your first day of work:

Form	Purpose	Instructions	Link to Form
Appointment Affidavit	You are required to take the oath of office on your first day of work.	Print, but do not sign this form until orientation.	SF-61 http://www.opm.gov/forms/pdf_fill/SF61.pdf (PDF; 41Kb)
Employment Eligibility Verification	Verifies your eligibility to work in the United States.	Complete Section 1 and print this form. Read the I-9 instructions to identify two forms of acceptable identification to bring to orientation. This identification is REQUIRED.	I-9 http://www.aphis.usda.gov/mrpbs/downloads/forms/other/I9.pdf (PDF; 488Kb)
Request for USDA Identification (ID) Badge	This form is required to register all Federal Employees as part of the government-wide Personal Identity Verification (PIV) process.	Read instructions before completing the form. Complete Section A, items 4 - 23 only, print and bring to orientation with two forms of acceptable identification.	Instructions: http://www.aphis.usda.gov/mrpbs/downloads/forms/ad/ad1197instr.pdf (PDF; 43Kb) AD-1197 http://www.aphis.usda.gov/mrpbs/downloads/forms/ad/ad1197.pdf (PDF; 751Kb)
Personnel Security Documents Transmittal	Provides instructions on transmitting the personnel security documents.	Complete your name, SSN, date of birth and place of birth only, print and bring to orientation.	HRO-1197 http://www.aphis.usda.gov/mrpbs/downloads/forms/mrp/hro1197.pdf

Fingerprint Cards	Required for the background investigation.	Will be provided at orientation.	
Ethnicity and Race Identification	Used to collect statistical information on the composition of the Federal workforce.	Complete, print and bring to orientation.	SF-181 http://www.opm.gov/forms/pdf_fill/sf181.pdf (PDF; 62 Kb)
Self-Identification of Handicap	Used to collect statistical information on the composition of the Federal workforce.	Complete, print and bring to orientation.	SF-256 http://www.opm.gov/forms/pdf_fill/sf256.pdf (PDF; 41Kb)
Statement of Prior Federal Service	Provides information needed in order to receive credit for prior Federal service.	Complete, print, sign, and bring to orientation.	SF-144 http://www.opm.gov/forms/pdf_fill/SF144.pdf (PDF; 141Kb)

Forms Required for Salary Payment must be completed on or before your first day of work:

Form	Purpose	Instructions	Link to Form
Employee Address	Provide your mailing address to receive official mail.	Complete only sections 1 - 7. Print, sign, and bring to orientation.	AD-349 http://www.aphis.usda.gov/mrpbs/downloads/forms/ad/ad349.pdf (PDF; 16Kb)
Direct Deposit Sign-Up Form	This form is required for direct deposit of your salary check to your bank account.	Complete, print, sign. Bring completed form to orientation.	http://www.aphis.usda.gov/mrpbs/downloads/forms/other/fms2231.pdf (Either the FMS 2231 form or the SF-1199A form are acceptable)
Employee's Withholding Allowance Certificate	This form provides information for your Federal tax withholding.	Complete, print, sign, and bring to orientation.	W-4 http://www.aphis.usda.gov/mrpbs/downloads/forms/other/fw4.pdf (PDF; 225Kb)
State Tax Withholding Certificate	If income tax withholding is collected in your state, state taxes are attached to your official duty station. If you work in one state but live in another state, you may waive the state taxes of your duty station, if there is a reciprocity agreement, by completing the state tax form waiver, and also completing a state tax withholding form for the state you live in.	If applicable, complete, print, sign, and bring to orientation.	Find the appropriate state form at this link: http://www.statew4.com/content/taxforms.php

Use the following form to submit all documents to the Human Resources Operations office in Minneapolis no later than the 2nd day after employment begins:

Personnel Document Transmittal Processing Documents	Provides instructions for transmitting the required forms to Human Resources.	Complete your name only, print, and bring to orientation. The orientation facilitator will send all forms to Human Resources using this transmittal.	HRO Form 444c http://www.aphis.usda.gov/mrpbs/downloads/forms/mrp/hro444c.pdf
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Your pay:

Normally you will receive your pay for your first pay period of work 9 to 12 days after that pay period ends. For example, if you begin work in pay period 1, your salary will be paid for that pay period during the second week of pay period 2 (Usually on Monday if direct deposit, Thursday if paper check).

- Pay period calendars:
 - 2009: http://i2i.nfc.usda.gov/Forms/1217n_09.pdf
 - 2010: http://i2i.nfc.usda.gov/Forms/1217n_10.pdf
- [Review your Statement of Earnings and Leave](#) (PDF)
- National Finance Center's Employee Personal Page: <https://www.nfc.usda.gov/personal/index2.asp> After you receive your first salary payment, the National Finance Center (NFC) will mail you a password to access the Employee Personal Page. On this web site, you can review and print your Statement of Earnings and Leave each pay period, make changes to your mailing address, tax withholdings, direct deposit, allotments, and certain benefits, such as Thrift Savings Plan contributions.

Employee Benefits:

If your employment provides eligibility for employee benefits, click here: http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/benefits.shtml